



VICTIM/WITNESS INFORMATION FORM

Case Information

The Liberty University Police Department is committed to assisting victims and witnesses of crime in the criminal justice process with sensitivity, dignity and respect. If you should obtain any additional information concerning this case or if you wish to check on the status of your case, call the **Liberty University Police Department at (434) 592-7641, 24 hours a day.**

Complaint Control (CC) Number: _____

Reporting Officer: _____

Your Protection

In accordance with VA Code § 19.2-11.2, upon request of any witness in a criminal prosecution of any gang or drug related case, or any violent felony as defined by subsection C of § 17.1-805, or any crime victim, a law enforcement agency, the attorney for the Commonwealth, the counsel for the defendant, a court, nor the Department of Corrections, nor their employees, may not disclose [expect among themselves] the residential address, telephone number, email address, or place of employment of the witness or victim or a member of the witness' or victim's family, expect as permitted in the Code of Virginia.

Except with the written consent of the victim of any crime involving any sexual assault, sexual abuse, or family abuse or the victim's next of kin if the victim is a minor and the victim's death results from any crime, a law-enforcement agency may not disclose to the public information that directly or indirectly identifies the victim of such crime except to the extent that disclosure is (a) of the site of the crime, (b) required by law, (c) necessary for law-enforcement purposes, or (d) permitted by the court for good cause. In addition, at the request of the victim to the Court of Appeals of Virginia or the Supreme Court of Virginia hearing, on or after July 1, 2007, the case of a crime involving any sexual assault or sexual abuse, no appellate decision shall contain the first or last name of the victim.

Liberty University Assistance

Options available to victims include University administrative action, criminal prosecution, or civil suit. Notifying any University employee or contacting the Office of Equity and Compliance or Office of Community Life will initiate university administrative action. However, Student Counseling Services is a completely confidential resource and will not initiate any action without the directive of the reporting party. During any campus administrative proceedings, both the alleged victim and the accused may have an advisor present to provide support. The Office of Equity and Compliance can assist both the accused and the alleged victim, if requested, in connecting them to resources which include but are not limited to making any necessary changes in their housing or academic situation, implementing a No Contact Agreement, or connecting them with Student Counseling Services.

Office of Community Life (Student Conduct)	582-2320
Student Counseling Services	582-2651
Office of Equity and Compliance (Title IX)	592-4999

Other Helping Agencies

Medical Attention

❖ Emergencies	911
❖ Free Clinic of Central VA, Inc.	847-5866
❖ Poison Control Center	800-222-1222

Emergency Housing/Financial Aid

❖ Lynchburg Social Services	455-5850
❖ YWCA/Domestic Violence Prevention Center (24 Hour Hotline)	888-528-1041

Counseling

❖ Emergency Mental Health Consultation	200-3033
❖ Horizon Wellness Center	847-8035
❖ Sexual Assault Response Program	947-7273

Information and Referral

❖ 211 Virginia 24/7 help to find resources	2-1-1
Hearing Impaired dial 7-1-1 for VA relay then	800-230-6977

To Obtain A Warrant

You may apply for a criminal warrant by appearing in person before a **Magistrate** at the office listed below. Magistrates are available 24 hours a day, 7 days a week. You *do not* have to be physically injured to obtain a warrant.

Lynchburg Magistrate's Office
501 Ninth Street
Telephone: (434) 847-1329

Lynchburg Commonwealth's Attorney's Office Victim/Witness Assistance Program

The Lynchburg Commonwealth's Attorney's Office Victim/Witness Assistance Program is available to assist victims and witnesses of crimes. The Victim/Witness Assistance program assists crime victims and witnesses through the criminal justice system. The specific services provided by the Program include:

- Information about your case
- Explanation of court procedures, including preparation to testify and/or a tour of the courtroom
- Crisis counseling and referrals
- Assistance with filing a crime victim compensation form for injuries resulting from a crime (see below)

The Victim/Witness Assistance program is located in the Lynchburg Commonwealth's Attorney's Office and may be contacted by calling **(434) 455-3790**, Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m.

Virginia Victims Fund Crime Injuries Compensation Fund

If you were physically injured during a crime, or if you were injured trying to prevent a crime or an attempted crime, or trying to catch a person who committed a crime in your presence, or if your mother, father, guardian, wife, or husband was killed because of a crime while attempting to stop a crime, you may qualify for payment of certain expenses. A maximum award of up to \$15,000 is available to pay for the following expenses if they are not paid by other sources.

- The victim's unreimbursed medical expenses
- Mental Health counseling
- Funeral / Burial expenses up to \$5,000
- Crime scene clean-up expenses
- Other reasonable and necessary expenses incurred as a result of the crime, such as prescriptions, mileage to doctors, eyeglasses
- The victim's unreimbursed wage loss based on 2/3 of the wages up to a maximum of \$600 per week
- Moving expenses up to \$2,000

For more information, contact the Virginia Victims Fund by email at info@virginiavictimsfund.org or call 1-800-552-4007 (statewide toll-free)

Domestic Violence – Juvenile & Domestic Relations Court

If a criminal warrant is issued, the accused will be arrested and you will be advised, usually within 1 to 5 days after the arrest. As a victim you do not have to appear at the advisement hearing. A trial date will be scheduled and you will receive a subpoena informing you of the date and time that you must appear in court. The hearing will be at the:

Juvenile and Domestic Relations District Court
909 Church Street, 1st Floor
Lynchburg, Virginia 24504
Telephone 455-2670

Violence / Protective Orders

If you were physically injured, forcefully detained, or threatened with serious bodily injury by a family or household member* you are a victim of domestic violence. If a law enforcement officer has reasonable grounds to believe that an assault and battery has been committed against a family or household member* after the Courts have closed, the officer may obtain an *Emergency Protective Order*. This order is valid until 5:00 p.m. of the next business day. You may also apply for an order protecting you from the individual who harmed or threatened you, if they are a family or household member*. Issuing a *Protective Order* is not a criminal matter and one may be issued whether or not you pursue a criminal charge. Protective orders are issued by a judge. The order may impose certain restrictions and conditions on your abuser including one or more of the following:

- Prohibition of further abusive acts
- Prohibition of contact between the parties
- Granting the abused party exclusive possession of the family dwelling for residential purposes only.

In accordance with § 19.2-152.8, If you have been subjected to an act of violence, force or threat, and there is probable danger of a further act being committed, or a petition or warrant for the arrest of the subject has been issued for any criminal offense resulting from the commission of an act of violence, force or threat; or in order to protect your health or safety you may request an *Emergency Protective Order (EPO)*.

The judge or magistrate shall issue an ex-parte Emergency Protective Order (EPO). To acquire an EPO you must appear before the judge or magistrate and request such order. You may request that an officer transport you to acquire such EPO and the officer shall provide transportation.

You may apply in person at the Court Services Unit, 901 Church Street, 2nd Floor, Lynchburg (434-455-2660), between 8:30 a.m. – 4:30 p.m., Monday through Friday. During non-office hours, you must obtain the number of the Court Services Unit officer on call from the Magistrate.

***Family or Household Members** are defined as spouses or former spouses, regardless of whether you are presently living together, or someone with whom you have a child in common, regardless of whether you have ever been married or have ever lived together. A parent, child, stepparent, stepchild, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, who lives with you is a *family or household member*. *Family or household members* also include a person with whom you presently cohabit with or with whom you have cohabited during the past 12 months, as well as any children, of either of you, who reside with you.